

# Job Code Catalog: Legal

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM010	Mgr, Legal Prgm Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M

## Job Summary

Manages the activities of a division that will administer, interpret, and formulates programmatic policy. Develops and implements program policies and procedures. Directs subordinate supervisors and staff.

## Entry Qualifications

Bachelor's degree in an appropriate major from an accredited college or university AND Two years of management/supervisory experience in area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM011	Sr Mgr, Legal Prgm Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	N

## Job Summary

Directs the activities of a division that will administer, interpret, and formulates programmatic policy. Develops and implements program policies and procedures. Directs subordinate managers and staff.

## Entry Qualifications

Bachelor's degree in an appropriate major from an accredited college or university AND Four years of management experience in area of assignment OR One year of experience required at the lower level Mgr, Legal Prgm Svcs (LEM010) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM012	Dir, Legal Prgm Svcs	Mid Level Mgr	Director	Officials and Administrators	SWD	O

## Job Summary

Oversees the activities of a division that will administer, interpret, and formulates programmatic policy. Develops and implements program policies and procedures. Provides leadership to subordinate managers and staff.

## Entry Qualifications

Bachelor's degree in an appropriate major from an accredited college or university AND Six years of management experience in the area of assignment OR Two years of experience required at the lower level Sr Mgr, Legal Prgm Svcs (LEM011) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM020	Mgr, Legal Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

## Job Summary

Manages the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Directs subordinate supervisors and staff.

## Entry Qualifications

Juris Doctorate from an accredited college or university AND licensed to practice law in Georgia AND Two years of related legal experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM021	Sr Mgr, Legal Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	O

## Job Summary

Directs the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Directs subordinate managers and staff.

## Entry Qualifications

Juris Doctorate from an accredited college or university AND licensed to practice law in Georgia AND Three years of related legal experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM022	Asst Dir, Legal Svcs	Front Line Mgr	Assistant Director	Professionals	SWD	P

## Job Summary

Plans and assists with the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Provides leadership to subordinate managers and staff.

## Entry Qualifications

Juris Doctorate from an accredited college or university AND licensed to practice law in Georgia AND Four years of management related legal experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM023	Dir, Legal Svcs	Mid Level Mgr	Director	Officials and Administrators	SWD	Q

## Job Summary

Oversees the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Directs and provides leadership to subordinate managers and staff.

## Entry Qualifications

Juris Doctorate from an accredited college or university AND licensed to practice law in Georgia AND Eight years of management related legal experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM030	Administrative Law Judge	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	Q

## Job Summary

Manages and conducts administrative hearings and adjudicates cases involving issues arising under state and federal laws and rules and regulations of state agencies.

## Entry Qualifications

Juris Doctorate from an accredited college or university AND licensed to practice law in Georgia AND practicing for Seven years AND a member of good standing with the State Bar Association of Georgia.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM031	Dep Div Dir, Admin Law Judge	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	R

## Job Summary

Plans, assists with, and conducts administrative hearings and adjudicates cases involving issues arising under state and federal laws and rules and regulations of state agencies.

## Entry Qualifications

Juris Doctorate from an accredited college or university AND licensed to practice law in Georgia AND practicing for Seven years AND a member of good standing with the State Bar Association of Georgia AND previous experience as an Administrative Law Judge.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM032	Div Dir, Admin Law Judge	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	S

## Job Summary

Oversees and conducts administrative hearings and adjudicates cases involving issues arising under state and federal laws and rules and regulations of state agencies. Directs subordinate managers and staff.

## Entry Qualifications

Juris Doctorate from an accredited college or university AND licensed to practice law in Georgia AND practicing for Seven years AND a member of good standing with the State Bar Association of Georgia AND previous experience as an Administrative Law Judge Division Director or Assistant Chief.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP010	Adjudicator 1	Professional	Professional	Professionals	SWD	H
<b>Job Summary</b> Under supervision, assists in conducting hearings to decide or recommend decisions on claims or appeals concerning government programs or other government-related matters and prepares decisions.			<b>Entry Qualifications</b> Bachelor's degree in a related area from an accredited college or university OR Three years of experience in interpreting and applying laws regarding program eligibility.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP011	Adjudicator 2	Professional	Professional	Professionals	SWD	I
<b>Job Summary</b> Under general supervision, conducts hearings to decide or recommend decisions on claims or appeals concerning government programs or other government-related matters and prepares decisions.			<b>Entry Qualifications</b> Bachelor's degree in a related area from an accredited college or university AND Two years of experience interpreting and applying laws regarding program eligibility OR Four years of experience interpreting and applying laws regarding program eligibility OR Two years of experience required at the lower level Adjudicator 1 (LEP010) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP012	Adjudicator 3	Professional	Professional	Professionals	SWD	K
<b>Job Summary</b> Under broad supervision, conducts hearings to decide or recommend decisions on claims or appeals concerning government programs or other government-related matters and prepares decisions. May serve as lead worker.			<b>Entry Qualifications</b> Bachelor's degree in a related area from an accredited college or university AND Three years of professional experience in interpreting and applying laws regarding program eligibility OR Two years of experience required at the lower level Adjudicator 2 (LEP011) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP013	Adjudicator Spv	Supervisor	Supervisor	Professionals	SWD	L
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees personnel conducting hearings to decide or recommend decisions on claims or appeals concerning government programs or other government-related matters. Manages and directs on-going case reviews.			<b>Entry Qualifications</b> Bachelor's degree in a related area from an accredited college or university AND Four years of professional experience interpreting and applying laws regarding program eligibility OR Two years of experience required at the lower level Adjudicator 3 (LEP012) or position equivalent			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP020	Attorney 1	Professional	Professional	Professionals	SWD	K
<b>Job Summary</b> Under supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.			<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity (must obtain Law License). Note: Some positions may not allow the eligibility clause.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP021	Attorney 2	Professional	Professional	Professionals	SWD	L
<b>Job Summary</b> Under general supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.			<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity AND One year of relevant legal experience OR One year of experience required at the lower level Attorney 1 (LEP020).			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP022	Attorney 3	Professional	Professional	Professionals	SWD	M
<b>Job Summary</b> Under broad supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.			<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity AND Two years of relevant legal experience OR Two years of experience required at the lower level Attorney 2 (LEP021).			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP023	Attorney 4	Professional	Professional	Professionals	SWD	N
<b>Job Summary</b> Under limited supervision, oversees the provision of analysis and/or recommendations on legal issues within the scope and authority of the agency. Handles complex issues. May act as a lead worker and/or supervise support staff.			<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity AND Three years of relevant legal experience OR Three years of experience required at the lower level Attorney 3 (LEP022).			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP030	Contracts Administrator 1	Professional	Professional	Professionals	SWD	I
<b>Job Summary</b> Under supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.			<b>Entry Qualifications</b> Bachelor's degree from an accredited college or university OR Four years of contracting-related experience.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP031	Contracts Administrator 2	Professional	Professional	Professionals	SWD	J
<b>Job Summary</b> Under general supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.			<b>Entry Qualifications</b> Bachelor's degree from an accredited college or university AND One year of contracting-related experience OR Five years of contracting-related experience OR One year of experience required at the lower level Contracts Administrator 1 (LEP030) or equivalent position.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP032	Contracts Administrator 3	Professional	Professional	Professionals	SWD	K
<b>Job Summary</b> Under broad supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.			<b>Entry Qualifications</b> Bachelor's degree from an accredited college or university AND Two years of contracting-related experience OR Six years of contracting-related experience OR Two years of experience required at the lower level Contracts Administrator 2 (LEP031) or equivalent position.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP033	Contracts Administrator Spv	Supervisor	Supervisor	Professionals	SWD	L
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the development, process, and approval of legal contracts and compliance within federal and state laws, rules and regulations, and departmental guidelines.			<b>Entry Qualifications</b> Bachelor's degree from an accredited college or university AND Three years of contracting related experience, One of which in lead capacity OR Seven years of contracting related experience, Two years of which in a lead capacity OR Three years of experience required at the lower level Contracts Administrator 3 (LEP032) or equivalent position.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP040	Legal Analysis Spec 1	Professional	Professional	Professionals	SWD	J
<b>Job Summary</b> Under supervision, provides legal analysis services for a program, division, or department. May act as a liaison to the legal division.			<b>Entry Qualifications</b> Bachelor's degree in business, business administration, public administration or related area from an accredited college or university OR Three years of experience in the related area.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP041	Legal Analysis Spec 2	Professional	Professional	Professionals	SWD	K
<b>Job Summary</b> Under general supervision, provides legal analysis services for a program, division, or department. May act as a liaison to the legal division.			<b>Entry Qualifications</b> Bachelor's degree in business, business administration, public administration or related area from an accredited college or university AND One year of related experience in area of assignment OR Four years of experience in the related area of assignment OR One year of experience required at the lower level Legal Analysis Spec 1 (LEP040) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP042	Legal Analysis Spec 3	Professional	Professional	Professionals	SWD	L
<b>Job Summary</b> Under broad supervision, provides legal analysis services for a program, division, or department. May act as a liaison to the legal division. Assists with complex situations. May serve as lead worker.			<b>Entry Qualifications</b> Bachelor's degree in business, business administration, public administration or related area from an accredited college or university AND Three years of related experience in area of assignment OR Six years of experience in the related area of assignment OR Two years of experience required at the lower level Legal Analysis Spec 2 (LEP041) or position equivalent.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP043	Legal Analysis Spec Spv	Supervisor	Supervisor	Professionals	SWD	M

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs personnel providing legal analysis services and representation for programs and/or services.

## Entry Qualifications

Bachelor's degree in business, business administration, public administration or related area from an accredited college or university AND Four years of related experience in area of assignment OR Six years of experience in the related area, Two years of which in a lead/supervisory position OR Two years of experience required at the lower level Legal Analysis Spec 3 (LEP042) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP060	Vets Claims & Appeals Ofc 1	Professional	Professional	Professionals	SWD	G

## Job Summary

Under supervision and in accordance with Title 38, US Code of Federal Regulations, Georgia State regulations, policies, procedures and guidelines, counsels and assists veterans, their dependents and survivors by assisting with presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, assisting with representing claimants in non-judicial appellate actions by gathering facts and historical evidence. May serve as assistant representative before either local VA hearing officers or before the Board of Veterans Appeals, assisting with researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, assisting in the submission of client applications for all veterans entitlement programs.

## Entry Qualifications

Bachelor's degree in counseling, business management, sociology, psychology or a closely related field from an accredited college or university AND One year of experience deriving information from interviews, field or office investigations or research, and interpretation or application of laws, rules or policies.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP061	Vets Claims & Appeals Ofc 2	Professional	Professional	Professionals	SWD	J

## Job Summary

Under general supervision and in accordance with Title 38, US Code of Regulations, Georgia regulations, policies, procedures and guidelines, counsels and assists veterans, their independents and survivors by presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, representing claimants in non-judicial appellate actions by stating facts and historical evidence before either local VA hearing officers or before the Board of Veterans Appeals, researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, submitting client applications for all veteran entitlement programs.

## Entry Qualifications

Bachelor's degree in counseling, business management, sociology, psychology or a closely related field from an accredited college or university AND Two years of experience deriving information from interviews, field or office investigations or research, and interpretation or application of laws, rules or policies required at the lower level Vets Claims & Appeals Ofc 1 (LEP060) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP062	Vets Sr Claims & Appeals Ofc	Professional	Professional	Professionals	SWD	K
<b>Job Summary</b> Under broad supervision and in accordance with Title 38 US Code of Federal Regulations, Georgia State regulations, policies, procedures and guidelines, counsels and assists veterans, their dependents and survivors by presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, representing claimants in non-judicial appellate actions by stating facts and historical evidence before either local VA hearing officers or before the Board of Veterans Appeals, researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, submitting client applications for all veterans entitlement programs.			<b>Entry Qualifications</b> Bachelor's degree in counseling, business management, sociology, psychology or a closely related field from an accredited college or university AND Three years of experience deriving information from interviews, field or office investigations or research, and interpretation or application of laws, rules or policies required at the lower level Vets Claims & Appeals Ofc 2 (LEP061) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP063	Vets Claims & Appeals Ofc Spv	Supervisor	Supervisor	Professionals	SWD	L
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises personnel assigned to the Claims Division, Georgia Dept. of Veterans Services. Ensures all claims and benefits actions for veterans, their dependents and survivors are in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures, and guidelines.			<b>Entry Qualifications</b> Bachelor's degree in counseling, business management, sociology, psychology or a closely related field from an accredited college or university AND Five years of experience deriving information from interviews, field or office investigations or research, and interpretation or application of laws, rules or policies required at the lower level Vets Sr Claims & Appeals Ofc (LEP062) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP070	Veterans Field Svc Ofc 1	Professional	Professional	Office/Clerical	SWD	F
<b>Job Summary</b> Under supervision, counsels and assists veterans, their dependents and survivors in applying for all veterans entitlement programs in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures, and guidelines. Performs related duties as directed.			<b>Entry Qualifications</b> High school diploma or GED AND Two years of college level coursework in any field (minimum 60 semester hours or equivalent) AND Six months of clerical level experience that included typing or word processing and interviewing.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP071	Veterans Field Svc Ofc 2	Professional	Professional	Office/Clerical	SWD	H
<b>Job Summary</b> Under general supervision, counsels and assists veterans, their dependents and survivors in applying for all veterans entitlement programs in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures and guidelines. May assume responsibility for operation of a field office and perform related duties as directed.			<b>Entry Qualifications</b> High school diploma or GED AND Two years of college level coursework in any field (minimum 60 semester hours or equivalent) AND Two years of experience required at the lower level Veterans Field Svc Ofc 1 (LEP070) or position equivalent.			



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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP072	Veterans Sr Field Svc Ofc	Professional	Professional	Office/Clerical	SWD	I
<b>Job Summary</b> Under broad supervision, counsels and assists veterans, their dependents and survivors in applying for all veterans entitlement programs in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures and guidelines. May assume responsibility for operation of a field office and perform related duties as directed.			<b>Entry Qualifications</b> High school diploma or GED AND Two years of college level coursework in any field (minimum 60 semester hours or equivalent) AND Two years of experience required at the lower level Veterans Field Svc Ofc 2 (LEP071) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP073	Veterans Field Svc Ofc Spv	Supervisor	Supervisor	Office/Clerical	SWD	L
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Ensures all claims and benefits actions for veterans, their dependents and survivors are in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures and guidelines.			<b>Entry Qualifications</b> High school diploma or GED AND Two years of college level coursework in any field (minimum 60 semester hours or equivalent) AND Five years of experience required at the lower level Veterans Sr Field Svc Ofc (LEP072) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET010	Child Enforcement 1	Technician	Technician/Uncertified	Paraprofessionals	SWD	F
<b>Job Summary</b> Under direct supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.			<b>Entry Qualifications</b> Associate's degree from an accredited college or university OR High school diploma or GED AND One year of experience which involved interviewing, collections, customer service, and other related experience.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET011	Child Enforcement 2	Technician	Technician/Uncertified	Paraprofessionals	SWD	G
<b>Job Summary</b> Under general supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.			<b>Entry Qualifications</b> Bachelor's degree from an accredited college or university OR High school diploma or GED AND Two years of experience, which involved interviewing, collections, customer service, and other, related experience OR One year of experience required at the lower level Child Enforcement 1 (LET010) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET012	Child Enforcement 3	Technician	Technician/Uncertified	Paraprofessionals	SWD	H
<b>Job Summary</b> Under broad supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations. Conducts administrative hearings.			<b>Entry Qualifications</b> Bachelor's degree from an accredited college or university AND One year of relevant experience OR High school diploma or GED AND Three years of relevant experience OR Two years of experience required at the lower level Child Enforcement 2 (LET011) or position equivalent.			



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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET013	Child Enforcement Spv	Supervisor	Supervisor	Paraprofessionals	SWD	I

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a unit to establish and enforce child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND Two years of relevant experience OR High school diploma or GED AND Four years of relevant experience, Two years of which in an advanced/supervisory level OR Two years of experience required at the lower level Child Enforcement 3 (LET012) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET020	Legal Secretary 1	Technician	Technician/Uncertified	Office/Clerical	SWD	F

## Job Summary

Under direct supervision, helps prepare legal documents and correspondence. Assists legal staff in preparing for court proceedings.

## Entry Qualifications

High school diploma or GED AND One year of experience in an office setting using computer software.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET021	Legal Secretary 2	Technician	Technician/Uncertified	Office/Clerical	SWD	H

## Job Summary

Under general supervision, prepares legal documents and correspondence. Assists legal staff in preparing for court proceedings.

## Entry Qualifications

High school diploma or GED AND Two years of experience in a legal setting using computer software OR Two years of experience in an office setting using computer software.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET022	Legal Secretary 3	Technician	Technician/Uncertified	Office/Clerical	SWD	I

## Job Summary

Under broad supervision, prepares legal documents and correspondence. Assists legal staff in preparing for court proceedings. May assist with legal research and supervise subordinate staff.

## Entry Qualifications

Associate's degree in office management, paralegal or related area from an accredited college or university or equivalent education AND One year of related experience OR Two years of experience in a legal setting performing duties equivalent to the area of assignment OR One year of experience required at the lower level Legal Secretary 2 (LET021) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET023	Legal Secretary Spv	Supervisor	Supervisor	Office/Clerical	SWD	K

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the preparation of legal documents and correspondence. Assists legal staff in preparing for court proceedings. Performs legal research.

## Entry Qualifications

Associate's degree in paralegal training from an accredited college or university AND One year of experience as a lead worker OR Three years of experience in a legal setting, One of which was as a lead/supervisory level OR Two years of experience required at the lower level Legal Secretary 3 (LET022) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET030	Paralegal 1	Technician	Technician/Certified	Paraprofessionals	SWD	G

## Job Summary

Under direct supervision, conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.

## Entry Qualifications

Associate's degree in paralegal studies from an accredited college or university OR certificate from a paralegal training program OR One year of experience as a legal assistant in a legal environment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET031	Paralegal 2	Technician	Technician/Certified	Paraprofessionals	SWD	H

## Job Summary

Under general supervision, conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.

## Entry Qualifications

Associate's degree in paralegal studies from an accredited college or university OR certificate from a paralegal training program AND One year of experience in a legal environment OR Two years of experience as a legal assistant in a legal environment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET032	Paralegal 3	Technician	Technician/Certified	Paraprofessionals	SWD	I

## Job Summary

Under broad supervision, provides assistance and coordination in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.

## Entry Qualifications

Associate's degree in paralegal studies from an accredited college or university AND One year of experience as a legal assistant in a legal environment OR certificate from a paralegal training program AND Two years of experience as a legal assistant in a legal environment OR Four years of experience as a legal assistant in a legal environment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET033	Paralegal 4	Technician	Technician/Certified	Paraprofessionals	SWD	J

## Job Summary

Under limited supervision, provides assistance and coordination in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews. May also serve as a subject matter expert and/or a lead worker.

## Entry Qualifications

Associate's degree in paralegal studies from an accredited college or university AND Two years of experience as a legal assistant in a legal environment OR certificate from a paralegal training program AND Three years of experience as a legal assistant in a legal environment OR Five years of experience as a legal assistant in a legal environment OR One year of experience required at the lower level Paralegal 3 (LET032) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET034	Paralegal Spv	Supervisor	Supervisor	Paraprofessionals	SWD	L

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.

## Entry Qualifications

Associate's degree in paralegal studies from an accredited college or university AND Three years of experience as a legal assistant in a legal environment OR certificate from a paralegal training program AND Four years of experience as a legal assistant in a legal environment OR Six years of experience as a legal assistant in a legal environment OR One year of experience required at the lower level Paralegal 4 (LET033) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET040	Contract Complnc Tech 1	Technician	Technician/Uncertified	Paraprofessionals	SWD	F

## Job Summary

Under direct supervision, provides assistance in the development, negotiation, and evaluation of legal contracts.

## Entry Qualifications

Bachelor's degree in business, accounting or related field from an accredited college or university OR Bachelor's degree from an accredited college or university AND Six months of experience in business, accounting or a related field OR Three years of experience in business, accounting or a related field.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET041	Contract Complnc Tech 2	Technician	Technician/Uncertified	Paraprofessionals	SWD	G

## Job Summary

Under general supervision, provides assistance in the development, negotiation, and evaluation of legal contracts.

## Entry Qualifications

Bachelor's degree in business, accounting or related field from an accredited college or university AND Six months of experience in business, accounting or a related field OR Bachelor's degree from an accredited college or university AND Two years of experience in business, accounting or a related field OR Four years of experience in business, accounting or a related field.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET042	Contract Complnc Tech 3	Technician	Technician/Uncertified	Paraprofessionals	SWD	H

## Job Summary

Under broad supervision, provides assistance in the development, negotiation, and evaluation of legal contracts. May also serve as a lead worker.

## Entry Qualifications

Bachelor's degree in business, accounting or related field from an accredited college or university AND One year of experience in business, accounting or a related field OR Five years of experience in business, accounting or a related field OR One year of experience required at the lower level Contract Complnc Tech 2 (LET041) or position equivalent.

# Job Code Catalog: Legal

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET043	Contract Complnc Tech Spv	Supervisor	Supervisor	Paraprofessionals	SWD	I

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides assistance in the development, negotiation, and evaluation of legal contracts.

## Entry Qualifications

Bachelor's degree in business, accounting or related field from an accredited college or university AND Three years of experience in business, accounting or a related field OR Seven years of experience in business, accounting or a related field OR One year of experience required at the lower level Contract Complnc Tech 3 (LET042) or position equivalent.